

FERMILAB/KNIPPEN'S SHOES SAFETY TOE FOOTWEAR REQUEST
P.O. Number 529836

Employee Name _____ ID# _____ FNAL Ext. _____ Task # _____

Expenditure Organization _____ Project # _____

This employee is to be provided with one pair of ANSI Class 75 safety toe footwear as indicated below. The supervisor must sign this request.

Supervisor's Signature

Date

In addition, the Fermilab occupational medicine director must sign this form for footwear requiring medically-prescribed corrections.

Medically prescribed corrections required (describe):

FNAL Occupational Medicine Director's Signature

Date

The division/section safety officer must sign this form for footwear requiring unusual occupationally-required options.

Unusual occupationally required options required (describe):

Division/Section Safety Officer's Signature

Date

PROCEDURES FOR OBTAINING SAFETY TOE FOOTWEAR

1. Fill out the information above, including your task number and project number, for one pair of ANSI Class 75 safety toe footwear. The form must be signed by your supervisor, and others, as indicated. A separate form is required for each pair of safety toe footwear you require. **The request forms will be returned to your division/section representative for verification of approval signature.**
2. Bring this form and your Fermilab I.D. card with you to order your safety toe footwear. The vendor "shoemobile" is available in the parking lot behind Industrial Center Building every Tuesday from 8:00 a.m. to 4:00 p.m. (closed for lunch from 11:30 a.m. to 12:30 p.m.).
3. If you choose a style that costs more than the \$85 allocated by Fermilab, you are responsible to pay the additional amount at the time the order is submitted. Make check or money order payable to "Knippen's Shoes." (Note: The Lab will pay the additional cost for medically prescribed and occupationally required corrections.)
4. Many styles are stocked in the shoemobile and can be picked up immediately upon placement of the order. Other footwear will be delivered to the snowmobile within two weeks and can be picked up at that time. Please check with the vendor about delivery times when you place your order.

If you have any questions, contact the ES&H Section at Ext. 3482.